

COUNCIL ON HOUSING  
Public Session  
Luther Towers Building I  
Dover, Delaware  
October 10, 2012

**Motions**

- Approval of August 8, 2012 Minutes.
- Approval of DSHA SMAL program, Resolution No. 445.
- Approval of Central Delaware Habitat for Humanity-Frederica Lot 4 – Resolution No. 446.
- Approval of Interfaith Community Housing of Delaware, Inc. – Edgemoor Gardens – Resolution No. 447.
- Approval of Sussex County Habitat for Humanity – Georgetown Point, Phase II, Resolution No. 448.
- Approval of Sussex County Habitat for Humanity – Owner Occupied Rehabilitation Program, Resolution No. 449.
- Approval of Catholic Charities, Inc. – Basic Needs Program, Resolution No. 450.
- Approval of Lutheran Community Services – Housing Assistance Program, Resolution No. 451.
- Approval of West End Neighborhood House – Statewide Security Deposit Program, Resolution No. 452.
- Approval of NCALL Research - Rural Development Homeownership Initiative (RDHI), Resolution No. 453.
- Council requested the Delaware Association of Realtors investigate the possibility of printing their documents in Spanish as well as English.
- Approval of Mission and Vision Statements.
- Approval of the Communications, Loan Review, Housing Policy, and Operations Committee's Key Priorities, goals and action items.

**Action Items**

- Mr. Heckles to assist the Communications Committee in addressing correspondence to the Delaware Association of Realtors.

**November 14, 2012 Agenda Items**

- Review of committee chairs and members.

**Important Dates**

- October 11, 2012 – Governor's Conference on Housing
- November 14, 2012 – next Council meeting

Ms. Sokolowski, Chair, called to order the public session of the Council on Housing at 2:10 p.m. on October 10, 2012. In addition to Ms. Sokolowski, the following Council members were present:

Pat Batchelor	Donna Mitchell
Hugh Leahy	Ralph Peters
Connie Louder	Vincent White
Corrine Massey	Norma Zumsteg

The following Council member was absent and excused from the meeting:

Francis Julian

Also attending:

Anas Ben Addi, Director, Delaware State Housing Authority (DSHA)  
Lynda Blythe, Administrative Specialist III, DSHA  
Cynthia Deakyne, Housing Asset Manager  
Susan Eliason, Director of Housing Development  
Matthew Heckles, Legislative and Policy Advisor, DSHA  
Penny Pierson, Housing Asset Manager Assistant

Guests present:

Crystal Conley, Catholic Charities  
George Danneman, The Danneman Firm  
Joan Fultz, West End Neighborhood House (WENH)  
Kevin Gilmore, Sussex County Habitat for Humanity (SCHH)  
Jon Lokken, SCHH  
Jocelyn McBride, Central Delaware Habitat for Humanity (CDHH)  
Joe Myer, NCALL  
Gary Pollio, Interfaith Community Housing of Delaware, Inc. (ICHDE)  
Paula Savini, Catholic Charities  
Ken Smith, Delaware Housing Coalition  
Karen Speakman, NCALL  
Steve Tindall, Lutheran Community Services (LCS)  
Jean Warren, LCS

### **APPROVAL OF MINUTES**

Mr. White moved that the Minutes of August 8, 2012 be approved as written. Ms. Mitchell seconded the motion. After due discussion, Ms. Batchelor moved, Mr. Peters seconded, and Council unanimously approved that proposed changes be made to the Minutes. Mr. White moved the Minutes, as revised, be adopted. Mr. Peters seconded the motion which was also unanimously approved.

## **COUNCIL CHAIR REPORT**

Ms. Sokolowski advised Council:

- Mr. Russ Huxtable's service on the Council has concluded.
- A representative from the corporate limits of the City of Wilmington is still needed on Council and members were encouraged to send nominations to the Governor's office.
- Ms. Sokolowski requested that a letter of thanks for his service be sent to Mr. Huxtable. Upon motion duly made by Mr. White, and seconded by Ms. Massey, Council unanimously approved the motion and a letter will be sent by the Communications Committee.
- Members were encouraged to attend the October 11, 2012 Governor's Conference on Housing to be held at the Dover Sheraton.
- Members were thanked for accepting appointments to the various committees, effective November 1, 2012, copy attached. Additional members to the Housing Policy and Operations Committees were requested.

## **COMMITTEE REPORTS**

### **LOAN REVIEW – Mr. Leahy**

- September 4<sup>th</sup> - the committee met to discuss strategic priorities.
- September 20<sup>th</sup> - members of the committee participated with DSHA staff for a review of the screening process for grant funding requests.
- October 1<sup>st</sup> - the committee met and reviewed the following grant request:
  - DSHA Housing Counseling request for its Second Mortgage Assistance Loan program in the amount of \$200,000.
    - Grants and advances from the Housing Development Fund (HDF) to DSHA require Council on Housing approval, not merely recommendation for approval.
    - Mr. Leahy recommended Resolution No. 445 for funding of this request be approved.
    - Mr. White moved, Mr. Peters seconded, and Council unanimously approved a motion that Council request the Delaware Association of Realtors investigate the possibility of printing their documents in Spanish as well as English.
    - Mr. Peters then moved Resolution No. 445 be passed. Ms. Batchelor seconded the motion which Council approved with nine yes votes. Ms. Louder abstained, citing conflict of interest due to her employment with NCALL Research, a housing counseling agency benefiting from this Resolution.
- The HDF chart of funding request applications was reviewed (copy attached).

- HDF Housing Grants requests – it is the recommendation of the committee, after due discussion, that the following requests be recommended to the Director for approval:
  - Central Delaware Habitat for Humanity-Frederica Lot 4 – Resolution No. 446 in the amount of \$24,500. Ms. Zumsteg moved for approval, Ms. Mitchell seconded the motion and it was unanimously passed.
  - Interfaith Community Housing of Delaware, Inc. – Edgemoor Gardens – Resolution No. 447, in the amount of \$200,000. Mr. Peters moved and Mr. White seconded the motion for approval. The motion was unanimously passed.
    - Ms. Sokolowski asked DSHA staff to review Condition #4 under “Grant Specific Conditions” of the grant to ascertain whether the second sentence should be included in all future grant conditions.
    - Ms. Eliason explained that, regarding contractors, both a for-profit subsidiary and a grantee cannot add profit-and-overhead to their calculations; only one entity is permitted to add this
  - Sussex County Habitat for Humanity – Georgetown Point, Phase II, Resolution No. 448, in the amount of \$210,000. Ms. Mitchell moved for approval, Ms. Batchelor seconded, and the motion passed with nine yes votes. Mr. Peters abstained due to a conflict of interest as he is a member of the SCHH Board of Directors.
- HDF Program Support Grants requests - it is the recommendation of the committee, after due discussion, that the following requests be recommended to the Director for approval:
  - Sussex County Habitat for Humanity – Owner Occupied Rehabilitation Program, Resolution No. 449 in the amount of \$120,000. Upon motion made by Ms. Mitchell and seconded by Ms. Zumsteg, the motion passed with nine yes votes. Mr. Peters abstained due to a conflict of interest as he is a member of the SCHH Board of Directors.
  - Catholic Charities, Inc. – Basic Needs Program, Resolution No. 450 in the amount of \$50,000. Mr. Peters moved the Resolution be passed. Ms. Batchelor seconded the motion which was unanimously passed.
  - Lutheran Community Services – Housing Assistance Program, Resolution No. 451 in the amount of \$60,000. Ms. Zumsteg moved the Resolution be passed. Ms. Batchelor seconded the motion and it was unanimously passed.
  - West End Neighborhood House – Statewide Security Deposit Program, Resolution No. 452 in the amount of \$100,000. Ms. Mitchell moved the Resolution be approved. Seconded by Mr. Peters, the motion was unanimously passed.
  - NCALL Research - Rural Development Homeownership Initiative (RDHI), Resolution No. 453. The application was for \$77,274 to fund counseling for both the RD 502 Direct and Guaranteed loan programs. The Loan Review Committee recommended the amount be amended to \$38,637 to cover only the Direct loan program, which requires NCALL to package loans for direct USDA approval and follows the guidelines of DSHA program support grants. The Guarantee program, which does not require loan packaging by NCALL, does not seem to be a distinct program and could be seen as using funds for operational purposes.

- Mr. Myer presented further substantiation of NCALL's request (copy attached) after which more discussion ensued. Ms. Zumsteg moved, and Ms. Batchelor seconded, that the request be rescinded and NCALL rework their application for the entire amount to more fully follow the guidelines reapply during the next round of funding due January 2013.
- Upon motion by Mr. Peters and seconded by Ms. Mitchell, Council passed Resolution No. 453 with nine yes votes. Ms. Louder abstained due to conflict of interest as an employee of NCALL.
- Ms. Zumsteg rescinded her original motion and moved that the Loan Review Committee would entertain another application from NCALL in the next round for the Guarantee program for outreach and assistance to rural Delawareans to access this source of financing. Mr. Leahy suggested the motion be amended to encourage DSHA staff and NCALL to work together to explore a means to provide appropriate funding to meet this need. Ms. Zumsteg accepted the amendment and moved that the motion be approved. Ms. Batchelor seconded the acceptance and motion and Council voted approval with nine yes votes and Ms. Louder abstaining due to her employment with NCALL.

**DSHA REPORT** by Mr. Ben Addi:

- The Governor's Conference on Housing will be held October 11th at the Dover Sheraton. Council was reminded of the conference and advised that a table has been reserved for Council members.
- State budget process – the beginning of the new year process will be held November 27<sup>th</sup> at 10:30 a.m. with the Office of Management and Budget in Legislative Hall, State Senate chamber.
- Delawarehousingsearch.org – has been launched and is the first Delaware-specific search engine for affordable housing. A short presentation of the program will be given at the Governor's Conference.

**STRATEGIC PLANNING**

Ms. Sokolowski stated the Strategic Plan will include a number of components and would like Council to agree on the content of the plan:

- Mission and Vision
- Key Strategic Priorities
- Specific sheets of goals and activities related to each of the priorities

## COMMUNICATIONS COMMITTEE

Mr. Peters, on behalf of the Communications Committee, presented the Mission and Vision statements (copy attached):

### Mission statement:

*"Our mission is to advance Delaware's housing by improving the availability and access of safe and affordable housing for low and moderate income Delawareans."*

Mr. Peters suggested the wording be changed to read:

*"Our mission is to advance Delaware's housing by improving the availability of and access to safe and affordable housing for low and moderate income Delawareans."*

Ms. Zumsteg moved, and Mr. Leahy seconded, that the statement be approved as amended.

### Vision statement:

*"All people in Delaware will have affordable and appropriate housing."*

Ms. Louder moved the statement be amended to read:

*"All people in Delaware shall have access to affordable and appropriate housing."*

Ms. Batchelor seconded the motion and Mr. Leahy, Ms. Louder, Ms. Batchelor, Ms. Massey, and Ms. Mitchell voted yes and the motion was passed.

Mr. Peters moved the amended statement be approved; Ms. Mitchell seconded the motion which was unanimously approved.

## HOUSING POLICY

Ms. Sokolowski presented the Committee's Key Priority, goals and action items (copy attached). Ms. Batchelor moved the Strategic Priority be approved as presented. Ms. Louder seconded the motion and it was unanimously passed.

## LOAN REVIEW

Mr. Leahy presented the Committee's Key Priority, goals and action items (copy attached). Mr. Peters moved the Strategic Priority be approved as presented. Ms. Zumsteg seconded the motion and it was unanimously approved.

## OPERATIONS

Ms. Louder presented Committee's Key Priority, number 4, goals and action items (copy attached). Mr. Leahy moved Strategic Priority number 4 be approved as presented. Mr. Peters seconded the motion which was unanimously passed.

## HOUSING POLICY

Ms. Louder presented Committee's Key Priority, number 5, goals and action items (copy attached). Ms. Zumsteg moved Strategic Priority number 5 be approved as presented. Mr. Peters seconded the motion which was also unanimously passed.

## OTHER BUSINESS OLD/NEW

Mr. Smith distributed report entitled "Who Can Afford to Live in Delaware?" prepared by the Delaware Housing Coalition.

## SCHEDULING OF NEXT MEETING

The next meeting will be held on November 14, 2012, at Huling Cove in Lewes, DE, at 2:00 pm.

## ADJOURNMENT

Upon motion made by Mr. Peters the meeting was adjourned at 4:42 p.m.

Respectfully submitted,



Lynda T. Blythe

Note: Copies of materials referenced as "attached" in these Minutes are available upon request.